



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 4650.9A  
BUMED-94  
19 Dec 95

BUMED INSTRUCTION 4650.9A

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUMED TRAVEL

Ref: (a) Joint Travel Regulations, volumes 1 and 2  
(b) OCPMINST 12410 (CPI 410) of 1 Nov 88  
(c) OPNAVINST 5050.31C  
(d) SECNAVINST 4651.8L  
(e) OPNAVINST 4651.4C  
(f) OPNAVINST 5050.24E  
(g) NDWINST 4650.3B  
(h) NAVCOMPT Manual, par. 075185.2a  
(i) BUMEDINST 4651.3  
(j) Federal Personnel Manual, book 550  
(k) MILPERSMAN 6810400  
(l) MILPERSMAN 1810200  
(m) American Express Travel Card Booklet  
(n) DoDINST 5500.7-R of 30 Aug 93  
(o) Military Traffic Management Command News Release of 15 Jun 94  
(p) MILPERSMAN 1810320  
(q) MILPERSMAN 3020340  
(r) City Pair Contract Airfares Cost Comparison Washington DC Metro Area

Encl: (1) Traveler Information  
(2) Sample Temporary Additional Duty (TAD) Request

1. Purpose. To provide travel guidance for Bureau of Medicine and Surgery (BUMED) military and civilian personnel.

2. Cancellation. BUMEDINST 4650.9.

3. Scope. Applies to all BUMED military and civilian personnel. This instruction pertains to travel funds provided for the operation of this command. It does not pertain to military permanent change of station travel.

4. Background. References (a) through (r) provide policy and guidelines on military and civilian travel. General travel information is provided in enclosure (1).

5. General. All military and civilian travel must be justified in terms of purpose and need. If alternate means of accomplishment of the mission (e.g., telephone and correspondence) are unsatisfactory, travel may be considered.

6. Authorized Approving Official. The deputy assistant chiefs of all single-digit codes are authorized approving officials for requests. MED-09 is the approving official for assistant chiefs and all special assistants. Travel orders must be signed per reference (1).

7. Policy

a. Travel is limited to what is necessary and essential to carry out the mission of the command, and shall be performed by the most economical means available. Travel may be requested by the member or may be assigned by the command. Travel for Navy-sponsored conferences, workshops, seminars, symposia, and similar events involving the expenditure of travel funds shall be restricted to those essential to meet mission requirements. Use of Government transportation and accommodations must be considered for each travel assignment or training event to ensure costs are kept to a minimum. Travelers are required to take Government contract flights and must consider the most cost effective departure site (e.g., Dulles, National, or BWI (Baltimore-Washington International) Airport). Reference (r) (which is available in MED-94) provides a list of sites most commonly flown to, and the cost comparisons of the different airports. Use of an other than contract flight must be approved by the assistant chief when the temporary additional duty (TAD) request is submitted.

b. Travel includes not only movement from place to place, it also includes entitlement to the use of quarters, allowances, transportation, and reimbursable expenses. It may include travel within the vicinity of the permanent duty station; to or from place of actual residence; and to, from, at, and between places of TAD assignment.

c. The issuance of TAD orders must include full funding in all instances, except permissive TAD where no cost is involved. Permissive TAD is defined as authorization to permit travel at no expense to the Government. For orders directing official travel, the traveler shall be entitled to all travel expenses, per diem allowances, and miscellaneous expenses authorized by references (a) and (b). Arbitrary reductions in entitlement in an effort to ensure travel approval shall not be made. When funds are insufficient to fully fund programmed travel, a reduction in travel (number of travelers or trips, distances, or duration) instead of reduced compensation is the proper course of action.

d. Reference (m) establishes the guidelines for obtaining travel advances via automatic teller machines (ATMs) using a Government-contracted credit card (American Express (AMEX)). Each cardholder will be assigned a personal identification number (PIN) for ATMs. Travelers are expected to charge major travel expenses (hotel and rental cars) to the contractor-issued credit card. However, advances may also be taken by using the ATMs. The primary provisions of this policy are:

(1) AMEX cards shall be offered to frequent travelers in all officer grades, enlisted grades E-7 or above, and civilians GS-9 or above, including the equivalent in the Federal wage system and other pay systems, (equivalent positions shall be determined by the representative rate in effect for the position) who travel at least twice a year.

(2) Advances shall not be issued to frequent travelers except for registration fees or when travel is to an area where a credit card is not accepted. A frequent traveler who declines a travel card, or has lost privileges due to delinquency, is still restricted from getting a cash advance from the personnel support detachment (PSD) by reference (m). The authorized amount for advances via the ATM is limited to 80 percent of the estimated travel allowance.

(3) AMEX cards shall be made available to personnel below the grades specified (see paragraph 7d(1)) who are required to travel at least twice a year, and who are approved by the Chief of Staff.

(4) The maximum amount of travel advance will continue to be 80 percent of the estimated travel allowance for infrequent travelers. Personnel in paragraph 7d(3) who choose not to accept the travel charge card shall come under the 80 percent rule.

(5) Travel advances will not be paid unless the traveler specifically requests a travel advance.

e. Military members may be issued TAD orders for emergency leave under certain circumstances, per reference (h).

f. Annual leave and special liberty may be taken in conjunction with TAD per references (p) and (q).

g. Permissive TAD for house-hunting may not be taken in conjunction with funded TAD, per reference (k).

h. Per reference (j), travel during nonduty hours shall not be required of a civilian employee. When events cannot be controlled by proper scheduling and administrative planning, the supervisor shall record the reasons for ordering travel during nonduty hours in writing and furnish a copy of this statement to the employee concerned. Nonduty travel time must be compensated or paid for when it is performed under one of the following conditions:

(1) The travel involves the performance of work while traveling.

(2) The travel is incident to travel that involves the performance of work while traveling.

(3) The travel is carried out under arduous conditions.

(4) The travel results from an event which could not be scheduled or controlled administratively.

i. Reference (a), paragraph U2010(B), outlines member responsibility for material received as part of funded TAD. Personnel who travel on funded TAD and receive materials shall deliver the materials to MED-91 for proper disposition. Items such as books and computers are the property of the U.S. Government and must be submitted to the command upon return. Acceptance of gifts and upgrade requirements may be found in references (n) and (o). Equipment items shall be listed in the plant property records of the command and issued, based on demonstrated need. Disposition of books and other materials shall be determined on a case-by-case basis.

j. Military members of this command who obtain a physical examination, clinical evaluation, medical treatment, or other medical processing that necessitates admission to inpatient status will be issued TAD under treatment orders per reference (a).

k. Acceptance of payment from a non-Federal source for travel expenses is approved by MED-09, via MED-OOL and MED-94 per reference (a), paragraphs U7900-U7907.

l. Actual expense allowance for meals and lodging while on TAD may be authorized under unusual circumstances. Requests must be approved by MED-09 via MED-09B. This should be approved before travel, but can be approved after the fact only when circumstances arise out of the traveler's control, per reference (a), paragraph U4210.

8. Travel Management. To identify approved travel and funding levels needed to support travel requirements per reference (c), the following applies:

a. During the budget call process, codes shall submit an annual travel plan to MED-09B via MED-94. The travel plan shall identify travel requirements and assist MED-94 in preparing headquarters travel budget requirements. The annual travel plan shall become the basis for the code to prepare the travel and training portion of their operating target (OPTAR) distribution.

b. The annual travel plan shall identify funding requirements to MED-94. If funds are not available for the entire plan, codes will be required to reduce their plans to stay within fund availability, or reprogram funds to cover their travel plans.

c. The travel plan shall be revised as needed throughout the fiscal year as requirements change.

9. Action

a. Military and civilian travelers must complete BUMED 4650/3, Temporary Additional Duty (TAD) Request, (see enclosure (2) sample) and submit to MED-94 at least 10 working days before travel commences. All sections must be completed, except the section to be completed by MED-94.

b. If travel is for training, civilian travelers must submit a completely approved DD 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) with the travel request. Civilian employees must allow at least 30 days to process the DD 1556 and allow enough time to meet the vendor's payment requirements. Use the DD 1556 for registration and payment of training fees. Except in the case of vendor prepayment requirements, training facilities will bill the command when training is completed. MED-94 must ensure that payment for training costs are not covered by both advance or reimbursement orders and the DD 1556.

c. Military and civilian members requesting orders to attend a meeting or conference must attach a copy of any available written announcements to the completed BUMED 4650/3.

d. After completing the BUMED 4650/3, the traveler must:

(1) Contact the Personnel Support Detachment (PSD), Transportation Section, to specify airport and departure times preferences, if any.

(2) Arrange for berthing accommodations.

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(3) Pick up travel orders, tickets, travel advance (if applicable), blank travel claim, and related paperwork from MED-94 approximately 3 days before scheduled departure.

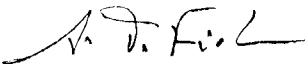
(4) Ensure travel orders and training documents are approved before incurring any expense.

(5) Submit travel voucher (DD 1351-2) or reimbursement forms within the prescribed timeframes, as explained in enclosure (1).

e. After completion of travel, travel claims must be submitted within 5 working days to MED-94. MED-94 shall assist travelers in preparing travel claims, if necessary.

f. Local travel, as defined by reference (g), shall be liquidated using SF 1164, Claim for Reimbursement for Expenditures on Official Business.

10. Forms. BUMED 4650/3 (Rev. 2-95), Temporary Additional Duty (TAD) Request; DD 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement; DD 1351-2, Travel Voucher; and SF 1164, Claim for Reimbursement for Expenditures on Official Business are available in the BUMED Supply Room, Building 5, room 5000.

  
S. T. FISHER  
Deputy

### TRAVELER INFORMATION

1. Travel Advances. Travel advances are payable to nonfrequent travelers, in amounts not to exceed 80 percent of the estimated cost of per diem and miscellaneous expenses and not earlier than 3 working days before travel begins. Frequent travelers will not receive travel advances from PSD except for registration fees, but will be authorized a specified amount to withdraw from the ATM machine. Frequent travelers may not withdraw a travel advance exceeding the amount specified on their travel orders.

2. Berthing and Hotel Accommodations. All commercial lodging arrangements will be made by the traveler. Travelers must ensure lodging is within the prescribed per diem rate for the area of travel.

3. Commercial Transportation. Arrangements will be made through the local Navy Passenger Transportation Officer (NAVPTO) or PSD. Official travel is scheduled via the most economical route that will satisfy the mission of the travel. Commercial transportation is procured by issuance of a Government Transportation Request (GTR). Individual procurement of commercial transportation is not authorized when the cost is \$100.00 or more and GTRs are available at the time and place travel is required to begin. Reimbursement for unauthorized procurement of commercial transportation costing \$100.00 or more will be limited to actual expense not to exceed the cost had a GTR been issued. If travel orders direct (as opposed to authorize) use of GTRs, no reimbursement for personally procured transportation is authorized unless GTRs were not available at the time travel was required to begin.

4. Travel via Privately-Owned Vehicle (POV). When such travel is authorized as more advantageous to the Government, the traveler will be reimbursed for mileage, as well as per diem, for the time considered necessary to perform the ordered travel via a direct route. When POV travel is authorized, but not considered advantageous to the Government, the traveler will be reimbursed for mileage and per diem for the constructive period of time required to perform the ordered travel or a direct route. Mileage reimbursement for POV travel is limited to the owner and operator of the POV. Passengers receive only per diem.

5. Receipts. Receipts are required for any expenses in excess of \$25.00. Hotel, car rental expenses, and conference or registration fees in any amount, must be substantiated by receipts. The original receipt (the one received from the vendor) must be attached to the travel claim when filing settlement vouchers. It is a good idea to save all receipts. A copy of the front and back of the canceled check is acceptable for fees.

Enclosure (1)

6. Orders and Endorsements. Travel claims must be supported by the original and copies with all applicable endorsements. Original orders must be safeguarded; loss of original orders may delay settlement of the travel claim. If TAD is performed at a military installation, the traveler must obtain an endorsement from the activity responsible for Government quarters and messing at the TAD point concerning availability or nonavailability of these facilities, except when the orders contain a statement of impracticability or that use would adversely affect the mission. Failure to obtain a certificate of nonavailability may result in member not being reimbursed for expenses incurred.

7. Use of Government Personnel Housing. When ordered to perform TAD at or near a Government installation, Department of Defense (DoD) personnel are required to make maximum use of available Government facilities. As soon as a firm TAD requirement is known, travelers must obtain the telephone numbers of the Government facility servicing the TAD point, call to make advance reservations, or obtain a certificate of nonavailability if Government facilities are not available. Travelers must record this nonavailability control number on BUMED 4650/3. MED-94 will include a statement of nonavailability in the orders, as noted above. Reimbursement for commercial lodging will be made when the travel claim is liquidated. The certificate of nonavailability must be attached when liquidating a claim.

8. Use of Government Messing Facilities. All enlisted personnel performing TAD at a military installation are required to obtain an endorsement concerning the availability or nonavailability of Government messing from the command responsible for such facilities at the TAD point. All officers must obtain an endorsement for messing only if the TAD is outside of the continental United States (OCONUS). Failure to obtain the required endorsement will result in reimbursement computed on the basis that Government messing was available, except when the orders contain a statement of impracticability or that use would adversely affect the mission.

9. Rental Vehicles. Must be specifically authorized in the travel orders. Use of General Services Administration (GSA) or special DoD contract rates is required, where available. Information on available contracts is available from the local NAVPTO or PSD. Do not elect optional collision waiver or personal accident insurance coverage since these costs are not reimbursable. Save all receipts for gasoline and be sure to fill the tank before returning the rental vehicle, since most rental companies charge a premium for refilling the tank (which is not reimbursable). When an accident involves a rental vehicle, reimbursement for damage expenses up to the deductible amount specified in the rental agreement is authorized, if substantiated by repair receipts.



10. Promotional Items, Gifts, or Bonuses. The Department of the Navy policy on these items is that travelers may keep unsolicited promotional items offered by carriers which cannot be used by the Navy, and which are of nominal intrinsic value, such as pens, pencils, notepads, calendars, and other items. Additionally, under certain circumstances, travelers may accept and retain free upgrades of service to "first class," memberships in clubs, and check-cashing privileges. The purchase of a first class airline seat at Government expense is not authorized. Approval authority for such purchase is specifically reserved to the Secretary of the Navy.

11. Instructions for Liquidating Funded TAD

a. Each traveler performing funded TAD must complete either a Travel Voucher (DD 1351-2) or a Claim for Reimbursement for Expenditures on Official Business (SF 1164).

b. The DD 1351-2 shall be used by those travelers with written orders, and acts as the document to liquidate travel advances and identify additional entitlement to reimbursement or payment.

c. The SF 1164 must be used by those members or employees traveling in the local area without written orders, or when attending local training under a Request, Authorization, Agreement, Certification of Training and Reimbursement (DD 1556).

d. Both the DD 1351-2 and the SF 1164 shall be completed within 5 working days after completion of a TAD period, except for local travel occurring in the month of September for which an SF 1164 shall be submitted before 30 September (end of fiscal year). If TAD continues into the following fiscal year, a separate SF 1164 must be completed for that portion of the TAD occurring in the new fiscal year. SF 1164s used to claim routine local travel may be held until the form is complete.

e. Failure to submit a DD 1351-2 can result in pay checkage for the amount of travel advance drawn and preclude travel advances on a subsequent TAD.

f. Travel claims shall be submitted to MED-94 by military and civilian personnel within 5 working days following the completion of TAD or other official business for which reimbursement is claimed. Military members are responsible for obtaining the adjudicated travel claim package and providing it to MED-94 for final processing. The adjudicated travel claim package may be obtained at the time the member receives payment for any entitlement beyond amounts drawn in advance or at the

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time repayment of a travel advance in excess of entitlement earned is directed by disbursing officer letter. In the event of nonreceipt of such enclosures to a disbursing officer letter, the member shall, before making payment, contact the disbursing officer and request that a copy of the adjudicated travel claim be provided to him or her.

## Sample Temporary Additional Duty (TAD) Request

Name (last, first, MI) <b>DOE, JOHN M.</b>		Grade or Rate and Corps <b>CDR/MSL</b>		Date of this request <b>27 Sep 95</b>	
SSN <b>123-45-6789</b>		BUMED Code <b>MED 48</b>		Work Phone <b>202-762-1111</b>	
Type of Travel (check one) <input type="checkbox"/> Conference <input type="checkbox"/> Training <input checked="" type="checkbox"/> Mission Support <input type="checkbox"/> Other (specify)		Security Clearance Required (Circle one) <input checked="" type="radio"/> yes <input type="radio"/> no		Government AMEX Holder (Circle one) <input checked="" type="radio"/> yes <input type="radio"/> no	
Reason for travel (state course title, conference title, etc.) <b>MEDICAL INSPECTION</b> GME credits awarded (circle one)    yes <input checked="" type="radio"/> no					
TAD dates Departure <b>16 Oct 95</b> Return <b>23 Oct 95</b>		Number of Days <b>8</b>		Itinerary <b>BUMED WASH DC TO NAVHOSP PENSACOLA, FL and return</b>	
Mode of Travel <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> POV  <input checked="" type="checkbox"/> Air  <input checked="" type="checkbox"/> Rental car  <input type="checkbox"/> E - Economy car         </div> <div>           owner/operator            commercial            operator  <input checked="" type="checkbox"/> I - Intermediate         </div> <div>           passenger            MAC            other (specify)  <input type="checkbox"/> S - Sedan         </div> </div>					
Quarters/Messing <input type="checkbox"/> Yes BOQ/BEQ is available <input checked="" type="checkbox"/> No BOQ/BEQ is not available <input type="checkbox"/> Government messing provided    yes <input checked="" type="radio"/> no <input type="checkbox"/> Meals provided at no cost    yes <input type="radio"/> no					
Leave in conjunction with TAD (do not include leave dates with TAD dates) <div style="display: flex; justify-content: space-between;"> <div>           From date/time            Before TAD _____            After TAD <b>10/24/95</b> </div> <div>           To date/time            _____  <b>10/28/95</b> </div> </div>					
Request advance payments of <b>Fee - dollar amount \$ _____ Deadline for payment _____</b> _____ Meals included    No Yes                      Which meals? _____ How many? _____ _____ Per Diem (if not an AMEX cardholder)					
Funding <input checked="" type="checkbox"/> BUMED funding <input type="checkbox"/> No cost to the Government <input type="checkbox"/> Other funding (attach authorization) <input type="checkbox"/> Other funding source line of accounting					

## Estimated cost (to be paid by BUMED funds)

Transportation \$ 350.00

Lodging \$ 855.00

M&IE \$ 450.00

Rental Car \$ 250.00

Miscellaneous \$ 100.00

\*Fee \_\_\_\_\_

Total \$ 2,005.00

\*Fee must not be included with miscellaneous

## Estimated cost (to be paid by other funds)

Transportation \_\_\_\_\_

Lodging \_\_\_\_\_

M&IE \_\_\_\_\_

Rental Car \_\_\_\_\_

Miscellaneous \_\_\_\_\_

\*Fee \_\_\_\_\_

Total \_\_\_\_\_

## Routing for Approval (pending funds availability)

Signature

Date

Traveler

John M. Doe27 Sep 95

Division Director \_\_\_\_\_

Executive Assistant \_\_\_\_\_

Assistant Chief \_\_\_\_\_

## To be completed by MED 94

Job order number \_\_\_\_\_

Funds available    yes    no

Signature \_\_\_\_\_

Date \_\_\_\_\_

Tango number \_\_\_\_\_

Notes

**Privacy Act Statement**

The authority to request this information is contained in 5 USC 301 Department Regulations. The principle purpose of the information is to enable you to make known your desire for some special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.